

Using the Round House Café for a Personal/Private event

1. The Café and/or the Sun Room are not available for private use during normal business hours. They are available for private events on a first-come, first-reserved basis on weekday afternoons, evenings, weekends and holidays. We only accommodate one request per day. Duplicate bookings on the same day are not allowed to avoid cleaning and set-up conflicts.
2. To arrange use of the Café for a private event, call ARAMARK at 480-362-5537 or 5538 and speak with Café manager Daniel Barolli, Office Manager Cynthia Burke, or Assistant Café manager Tina LeCompte.
3. Currently, the price to rent the Café for an event lasting five hours or less is \$150. For events lasting longer than five hours, the rental price is \$250. If you are using ARAMARK to prepare your catered food, the rental fee will be reduced by \$25 for every \$100 of catering you purchase from the Café. In all cases, the Café rental fee will be waived if those renting the Café purchase \$500 or more in catered food from ARAMARK.
4. A valid credit card is required at the time you book the Café. It is your responsibility at the conclusion of your event to return the Café to its original seating and table arrangement (a chart will be provided), and to make reasonable efforts to leave the Café at least as clean as you found it (wipe tables, place trash in receptacles, etc.) Also, to make sure any temporary decorations (such as balloons and/or tape on tables, chairs or floors to hold balloons or paper tablecovers, etc.) are properly removed. Otherwise a staff maintenance fee of up to \$100.00 may be charged to your credit card at the conclusion of your event.
5. Other fees may be charged for private events when additional services such as linen tablecloths, room dividers (\$100 for pipe and draping), china service (per piece), podium/microphone/speaker use (\$50 for private events), or other equipment beyond Café seating are requested.
6. ARAMARK can provide catering from its regular menu, but also excels at developing custom menus. Dan and/or Danielle will be glad to help tailor a menu to meet your needs and budget.
7. Seating and table arrangements for private events are the responsibility of the people renting the Café. Additionally, it is your responsibility to return the Café seating area to its original form at the conclusion of your event and we will provide you with a floor plan so that you may accomplish that goal.
8. In most cases during an event held after the Café is closed, the gates to the Café serving area will remain closed and you will have no access to the Café kitchen. Bathrooms will be open for your use.
9. If you have issues before, during or after your event, please call Police Dispatch at 480-850-9230 and inform them of your problem (for instance, Café is locked, need access). They will contact Public Works "On Call" for assistance with Café access, locking up afterwards, bathroom problems, heating and/or cooling, etc.
10. Café seating capacity is approximately 250 guests for events held after normal business hours. Sun Room capacity is approximately 25 guests.

Using the Round House Café for SRPMIC Meetings

1. To reserve the Round House Café for an SRPMIC departmental meeting or activity, call ARAMARK at 480-362-5537 or 5538 and speak with Café manager Daniel Barolli, Office Manager Cynthia Burke, or Assistant Café Manager Tina LeCompte. They will assist you with the process and coordinate any events scheduled after business hours (i.e., late afternoons, evenings and/or weekends) with the Public Works' On Call Department
2. There are no "rental" fees associated with using the Café for SRPMIC departmental meetings, unless additional services such as linen tablecloths, room dividers (\$100 for pipe and draping), china service (per piece), podium/microphone/speaker use (no cost for SRPMIC events), or other equipment beyond Café seating are requested.
3. Reserving a portion of the Café during business hours is permissible, depending on other scheduled Café events and space availability. Simply coordinate your "business hours" event with ARAMARK. If your weekday event is 25 guests or less, you may want to consider using the Sun Room (D-1 in Outlook) to provide a more private setting. If you have 25 to 40 guests and don't require too much privacy, we can put "reserved" signs on Café tables for your group. Events of 50 or more guests and/or where catered food is provided will require the rental of the pipe and draping, both for the privacy of your group, and the privacy of daily Café guests.
4. ARAMARK can provide catering from its regular menu, but also excels at developing custom menus. Dan and/or Danielle will be glad to help tailor a menu to meet your needs and budget. ARAMARK has a contractual right to provide all catering and food service in the Café during normal business hours. You may also "run a tab" at the cash registers and have your guests pick and choose their own foods being served in the Café the day of your event. Simply pay for your group's purchases with a p-card when your event is over.
5. Outside catering is not allowed in the Café or the Sun Room on SRPMIC business days from 7 am to 5 pm, unless it is of a departmental "pot luck" variety where all foods have been made by SRPMIC personnel for activities such as a farewell lunch, birthday party or baby shower. Otherwise, ARAMARK has a contractual right to provide all catering and food service in the Café and Sun Room during normal business hours.
6. Seating and table arrangements in the area of the Café you have reserved for your event are your responsibility when using the Café during business hours. We will be glad to help you with table and chair arrangements the day of your event if you request the assistance, and especially if ARAMARK is providing catering for your event. It is the department's responsibility to return the Café seating area to its original form at the conclusion of your event (especially if it concludes after normal business hours) and we will provide you with a floor plan so that you may accomplish that goal.
7. In most cases during an event held after normal business hours, the gates to the Café serving area will remain closed and you will have no access to the Café kitchen. Bathrooms will be open for your use.
8. If you have issues before, during or after your event, please call Police Dispatch at 480-850-9230 and inform them of your problem (for instance, Café is locked, need access). They will contact Public Works "On Call" for assistance with Café access, locking up afterwards, bathroom problems, heating and/or cooling, etc.
9. Maximum size event during business hours: 100 guests; Café seating capacity is approximately 250 guests for events held after normal business hours. Sun Room capacity is approximately 25.